



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5050.5
SPAWAR 09
2 Aug 04

SPAWAR INSTRUCTION 5050.5

From: Commander, Space and Naval Warfare Systems Command

Subj: PROTOCOL PROCEDURES AND RESPONSIBILITIES FOR VISITING
DIGNITARIES TO THE SPACE AND NAVAL WARFARE SYSTEMS
COMMAND AND THE PROGRAM EXECUTIVE OFFICES

Ref: (a) OPNAVINST 1710.7
(b) COMNAVREGSWINST 5050.11

Encl: (1) Visit Request (Visitor Clearance Data)
(OPNAV 5521/27)

1. Purpose. To provide guidance, policy, responsibilities, and procedures for coordinating official visits to SPAWARSYSCOM and tenant Program Executive Offices at Old Towne Campus in San Diego.

2. Discussion. References (a) and (b) provide established rules and procedures for social usage and protocol matters throughout the Navy and the San Diego Region. First impressions are lasting impressions and it is crucial to create a favorable image for visitors of all commands. Many distinguished visitors to Old Towne facilities will naturally make comparisons to other commands visited. It is important to make a strong, positive impression on all senior visitors. Well-planned, effective and successful visits do not happen automatically; they take careful planning and great attention to detail.

3. Distinguished visitors. Coordination of visits by guests who are not in the below categories are the sole responsibility of the offices they are visiting within the command. The following personnel are considered visiting dignitaries for the purpose of this instruction:

a. Flag and General Officers of the United States and foreign countries, and civilians of comparable rank or prominence, including those arriving solely for courtesy or social calls.

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b. Congressional or high-ranking civilians of national or international prominence.

c. Flag/General Officers or high-ranking SES flag level civilians, often in groups, representing governmental, educational, industrial or military organizations of such prominence and nature as may require Flag/General Officer attention.

4. Responsibilities

a. Visit Request Forms: Offices expecting Flag/General Officers or high-ranking SES flag level civilians, whether or not logistics or escorts are required, complete enclosure (1) as soon as the visit is confirmed.

b. Escort Officers: Sponsoring offices will assign an escort officer to accompany senior distinguished visitors. For distinguished visitors four-star (or equivalent) and above, an 0-6/0-5 escort officer, for three-star (or equivalent), 0-5/0-4, etc. An exceptionally high-ranking official (i.e. Senior Service Representative, Members of Congress, etc.), Flag/SES level escorts may be required.

c. Briefing Materials: Briefs/briefing materials are the responsibility of the office sponsoring the visit.

d. Large/Simultaneous Visits: In the event of simultaneous VIP visits; the Protocol Officer, in coordination with Department Heads, may request assistance from sponsoring activities to support visit requirements.

e. Protocol Officer: The headquarters Protocol Officer is the sole point of contact and coordinator for dignitaries visiting SPAWARSYSCOM and tenant Program Executive Offices. The headquarters Protocol Officer is responsible for:

(1) Overall coordination supporting visits by distinguished visitors. Acting as the headquarters central POC, the Protocol Officer will ensure that all offices concerned are provided updated information regarding command preparations and schedules.

(2) Liaison with Old Towne Campus claimancy/tenant activities expecting distinguished visitors.

(3) Coordination, development, and distribution of official agenda.

(4) Meet, greet, and escort of visitor(s) through scheduled agenda (if required).

(5) Validation of required security clearance(s).

(6) Requesting and obtaining security badge(s).

(7) Reservation of parking space(s).

(8) Reservation of conference room(s).

(9) Determination of conference room requirements (i.e. teleconferencing/computer support, etc.)

(10) Coordination of coffee mess (if required).

(11) Coordination of meals (if required).

f. SPAWAR Operations Center Coordinator: Disseminate announcement of expected VIP visits at regular staff meetings.

5. Action. Headquarters components and tenant activities utilizing the services of the Protocol Officer will familiarize themselves with the contents of this instruction. Tenant Administrative Officers are ultimately responsible to inform SPAWAR leadership of official visits by Distinguished Visitors.

6. Form. The Visit Request (Visitor Clearance Data) (OPNAV 5521/27) is available in the Navy supply system or may be downloaded at <http://enterprise.spawar.navy.mil/>.



R. D. SLIGHT

Distribution:
SPAWAR List 4

Copy to:
SNDL PART II:
FKA1B1 (SPACE AND NAVAL WARFARE SYSTEMS CENTER,
FACILITY AND ACTIVITY

2 Aug 04

VISITOR REQUEST VISITOR CLEARANCE DATA		<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CHECK ONE REPLY REQUIRED <input type="checkbox"/> REPLY ONLY IF NEGATIVE </div> </div>					
FROM (COMPLETE ADDRESS REQUESTING ACTIVITY) UIC _____ <div style="text-align: center;">_____ FOLDING ON THIS LINE _____</div>		DATE OF REQUEST SPECIFIC PERSONNEL OR SECTION OF COMMAND TO BE VISITED					
DURATION OF VISIT (ARRIVE)	(DEPART)	DEGREE OF ACCESS REQUIRED					
PURPOSE OF VISIT/REMARKS (IF THE VISIT IS TO A CONTRACTOR FACILITY, INCLUDE CONTRACT NUMBER IF APPROPRIATE)							
NAME, RANK, TITLE AND POSITION and SOCIAL SECURITY NUMBER	DATE AND PLACE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; height: 20px;"></td> <td style="padding: 2px;">U.S CITIZEN</td> </tr> <tr> <td style="height: 20px;"></td> <td style="padding: 2px;">IMMIGRANT ALIEN</td> </tr> </table>		U.S CITIZEN		IMMIGRANT ALIEN	LEVEL OF SECURITY CLEARANCE
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PRIVACY ACT STATEMENT

OPNAV 5521/27, Visit Request

AUTHORITY: E.O. 11652

PRINCIPAL PURPOSE: Information is obtained to identify personnel visiting activities when such visits are expected to involve access to classified information.

ROUTINE USE: Information provided in the form, when compared with information known to or normally in the possession of an individual, is used in determining whether or not an individual is who he purports to be when visiting an activity. The information may be disclosed to all those charged at the activity with making the foregoing determination.

DISCLOSURE: (Mandatory or voluntary; consequences, etc.): Completion of OPNAV 5521/27, including the disclosure of your Social Security Number, is voluntary. Failure on your part, however, to answer all questions, or any misrepresentation (by omission or concealment, or by misleading, false, or partial answers), may serve as a basis for denial of the request to visit, or for access to information classified in the national interest pursuant to E.O. 11652.